

# VACANCY NOTICE

#3008

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A122812

Description of Position	TITLE OF POSITION: <b>Principal E &amp; T Interviewer</b>	CLASSIFICATION CODE: 02792400
	SALARY RANGE: (Gr.323 A) \$42006-\$48047 Annually	REFERENCE POSITION NO.: 1680-50101-1298
	Department or Agency Name: Labor and Training	APPLICATION PERIOD: 1/2/13 thru 1/6/13 by 4:00pm
	Division/Section/Unit: Workforce Development	grace period applies to LOCAL 401 EMPLOYEES ONLY: 1/9/13 by 4:00pm
Assignment(s) / Comments		
Shift and Days: Monday thru Friday 8:30am-4:00pm Job Location: Any Network RI Office		
Restrictions/Limitations:		
Position Covered By Collective Bargaining Union Agreement Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>		
Name of Bargaining Unit Union: Rhode Island Employment Security Alliance, Local 401		
There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position See A/B or Both for Specific Instructions		
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul>	
*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.		
<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>		
If indicated above that no civil service list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.		
<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>		
<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	To provide employment counseling to clients experiencing difficulty with vocational change, choice or adjustment; to provide clients with assistance in formulating vocational goals and/or plans directed toward employment or training; to administer, score and interpret agency tests during the vocational counseling process; to assist a hearing officer in resolving the more complex unemployment insurance and temporary disability insurance disputed claims; and to do related work as required. <b>*** FOR ADDITIONAL INFORMATION, PLEASE REVIEW ATTACHED JOB SPECIFICATION***</b>	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in personnel, business, or public administration, or the behavioral or social sciences, or a closely related field; and <b>Experience:</b> Such as may have been gained through: employment in a position responsible for conducting interviews of a fact-finding or investigatory nature; or providing technical employment and training services; or employment as a personnel generalist including responsibility for selection, interviewing and/or career advising. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>EMAIL OR MAIL YOUR RESUME OR CS-14 APPLICATION TO:</b> Lisa Kearns Department of Administration Office of Personnel Administration One Capitol Hill, 3rd Floor Providence, RI 02908	
	Email: <a href="mailto:LK-resume@hr.ri.gov">LK-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)	



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER

**CLASS TITLE:                   PRINCIPAL EMPLOYMENT AND  
  TRAINING INTERVIEWER**

**Class Code: 02792400  
Pay Grade: 23A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide employment counseling to clients experiencing difficulty with vocational change, choice or adjustment; to provide clients with assistance in formulating vocational goals and/or plans directed toward employment or training; to administer, score and interpret agency tests during the vocational counseling process; to assist a hearing officer in resolving the more complex unemployment insurance and temporary disability insurance disputed claims; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision; work is reviewed upon completion to ensure conformance with regulations, policies, procedures, and standards.

**SUPERVISION EXERCISED:** Trains, guides and/or directs other technical and clerical staff.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To provide employment counseling to clients requiring professional assistance with employment or training-related problems or concerns.

To provide advice and make recommendations to assist clients in overcoming a variety of barriers to employment.

To assist a hearing officer in resolving the more complex disputed claims regarding eligibility for unemployment insurance and temporary disability insurance.

To conduct workshops to provide exploratory guidance to applicants in the area of vocational employment and training.

To participate in special interviews and investigations for the purpose of resolving complex issues relating to appeals, labor disputes and medical certifications.

To prepare reports on results of fact-finding interviews and investigations.

To interpret findings and results of interest and occupational aptitude and other tests to determine applicants' capabilities and employment potential.

To develop individualized plans for clients entering employment and training programs.

To provide guidance and training to staff.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A working knowledge of The Rhode Island Employment Security, Job Training Partnership and Temporary Disability Insurance Acts; a working knowledge of state labor laws; a working knowledge of occupations and occupational requirements; a working knowledge of English grammar; a working knowledge of routine office practices; a working knowledge of testing practices; a familiarity with counseling and interviewing techniques and processes; a familiarity with employment conditions of state industries and businesses the ability to interpret test results; the ability to gather facts; the ability to write clear statements; the ability to conduct effective interviews; the ability to operate a computer at the user level; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in personnel, business, or public administration, or the behavioral or social sciences, or a closely related field; and

Experience: Such as may have been gained through: employment in a position responsible for conducting interviews of a fact finding or investigatory nature; or providing technical employment and training services; or employment as a personnel generalist including responsibility for selection interviewing and/or career advising.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: October 7, 1990

Editorial Review: 3/15/03